LASH Committee Training
- Effective Minute and Agenda Creation

Please Sign In!
What is an agenda?

• Sets out the list of items to be discussed at a meeting
• Should include
  – The purpose of the meeting
  – The order in which items are to be discussed
Why create an agenda?

• They make meetings more productive
• A good agenda ensures discussion flows
• Discussions are focused:
  – Items to be discussed are listed
  – Each item listed may be accompanied with a time frame in which to discuss
What Should a LASH Committee Agenda consist of?

The agenda should consist of the following:

- Name of LASH committee
- Date of meeting
- Location of meeting
- Chairperson for the meeting (Management or Worker)
- Time meeting to be called to order
- Introduction (for guests or new members)
- Adoption of agenda
What Should a LASH Committee Agenda consist of?

Continued:

• Adoption of minutes (from previous meeting)
• Business arising from minutes
• Reports
  – May be provided by LASH members or guests
• Inspections
  – Status of workplace inspections or issues arising
• Incident Reports
  – Incidents/accidents
  – Security
What Should a LASH Committee Agenda consist of?

Continued:

• New Business
  – Anything new items raised prior to meeting or at the last meeting
• Adjournment
• Next meeting date
Illustration of an agenda
Agendas

Taking time to prepare an agenda is worth the time…

• It will demonstrate to attendees that you value their time
• Keep meetings to a set schedule and organized
• Future meetings will continue to be attended because they are well run
Meeting Minutes

Minutes must be recorded during each LASH committee meeting

They may be a record of what was discussed with respect to:

• Workplace hazards identified
• Recommendations to address the hazards
• Inspections
• Accident/Incident investigation reports
Meeting Minutes

The format in which the minutes are to be recorded may vary, but they must be:

• Presented in a way that is acceptable to Workplace Safety and Health
• Signed by both the worker and management co-chairs of the LASH committee
• Posted in a public location in the workplace (bulletin board)
• Kept at the workplace for at least 10 years
• Emailed to EHS and copied to WSH at cominutes@gov.mb.ca
What do meeting minutes look like?

The following sections should be included in your meeting minutes:

• Completed name (UMB #) and address of LASH
  – This section will also include the identification of the worker and management members
  – Presence, regrets or absence
  – Date of meeting
  – Date next meeting
What do meeting minutes look like?
Continued…

• Opening remarks
  – Time meeting called to order
  – Agenda acceptance
  – Approval of minutes from previous meeting

• Business arising from previous minutes
  – Date
  – Item
  – Recommendation or action
  – Action taken by
What do meeting minutes look like? Continued…

• Safety Reports
  – Safety related presented be members or guests

• Inspection reports
  – Date
  – Reference #
  – Area
  – Concerns
  – Inspected by
What do meeting minutes look like? Continued…

• Incidents
  – Statistics
  – Specific reports with details of reports

• New Business
  – Date
  – Recommendation or action
  – Action taken by

• Safety and Health concerns and problems
  – Concern
  – Action to be taken
  – Assigned to
What do meeting minutes look like? Continued…

- Other Safety and Health committee information
  - Upcoming events
- Co-Chair comments
- Co-Chair signatures
  - Worker
  - Management
- Information for reporting
  - EHS
  - WSH
Bulletin Board

• Must be provided to each LASH committee by the employer
• Must display:
  – Meeting minutes
  – The name of each LASH committee member (term)
  – Scheduled dates of LASH committee meetings
  – Agenda of upcoming meeting
  – Recommendations made by LASH committee